



City of St. Charles Certificate of Insurance Requirements

All Contractors, Manufacturers/Distributors, and Suppliers shall be required to carry and evidence insurance coverage with a standard Acord Certificate of Insurance with minimum limits applicable. Sample attached.

1. Minimum Insurance Requirements and Limits

	Coverage		Limits
A.	Automobile Liability	\$1,000,000	Combined single limit
B.	Commercial General Liability	\$1,000,000	Per occurrence
		\$2,000,000	General aggregate

All Commercial General Liability policies must include Blanket Contractual coverage and Broad Form Vendors' Liability coverage.

C.	Workers' Compensation	\$500,000	Per accident
	(Employers' Liability)	\$500,000	Disease limit
		\$500,000	Each Disease
D.	Umbrella Liability	\$5,000,000	Limit

2. Cancellation or Alteration

The policies of insurance required by this exhibit shall provide that they cannot be cancelled or altered in any way changing coverage except after 30 days' prior written notice by certified mail to owner.

3. Workers' Compensation and General Liability Waiver of Subrogation in favor of the City.

4. Insurance Certificates

- A. Must be submitted ten (10) days prior to any work being performed to allow review of certificates.
- B. Certificates not meeting requirements must be revised and resubmitted within fifteen (15) days or the subcontractor will not be allowed on the jobsite.

5. Additional Insured and Broad Form Vendors' Liability in favor of the City.

The City must be named as an Additional Insured with the following wording appearing on the Certificate of Insurance: "The City of St. Charles and any official, trustee, director, officer, or employee of the City (plus any holder or mortgage as designated by the City) as to any and all projects, as an Additional Insured for the Commercial General Liability as respects any and all projects for any work being performed and this coverage will be primary and noncontributory."

6. Minimum Insurance Carrier

All contractors, manufacturers/distributors, and suppliers' insurance carriers must comply with the minimum A.M Best rating of A-VI for all insurance carriers.



CERTIFICATE OF LIABILITY INSURANCE

STCHAR2

OP ID: MR

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Wine Sergi & Co, LLC
225 Smith Road
St. Charles, IL 60174
Richard W. Ryan

630-513-6600

630-513-6399

CONTACT

NAME:

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: **AM Best Rating A-VI or better**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED **Approved Contractor**
123 Main Street
Any Town, IL 60174

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						
<input checked="" type="checkbox"/>	ANY AUTO		<input checked="" type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>					EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB						AGGREGATE \$ 5,000,000
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of St. Charles and any official, trustee, director, officer or employee of the City (plus any holder or mortgage as designated by the City) as to any and all projects are additional insured as respects general liability coverage on a primary and non-contributory basis. Waiver of subrogation applies to general liability and workers compensation.

CERTIFICATE HOLDER

CANCELLATION

STCHAR1

City of St. Charles
2 E. Main Street
St. Charles, IL 60174

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, IL 62702
217 782-8881

January 2, 2015

CITY OF ST CHARLES
DIRECTOR OF FINANCE
TWO EAST MAIN ST
ST CHARLES IL 60174

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9996-0680-07

to

CITY OF ST CHARLES

of

ST CHARLES, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue

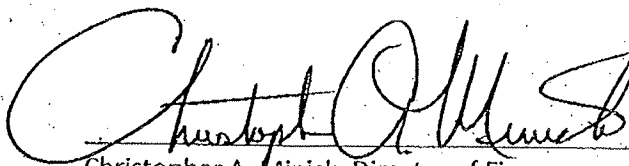
Issued To: _____

Company: _____

Date Issued: _____

Project: _____

Dates Valid: _____


Christopher A. Minick, Director of Finance

STS-70 (R-2/98)

4493-3522 (R-2/98)

IL-492-3522

10-0001417

Storm Sewer Point Repair Contractor

St. Charles Public Works Department is seeking a point repair contractor to perform repairs to the City's storm sewer system throughout the duration of the 2015/2016 fiscal year, ending April 30, 2016. This work will be contracted on a time and materials basis.

Proposals for Point Repair Contractor, as described in the accompanying technical scope, shall be received before **10:00a.m, Thursday, June 25, 2015**, at the City of St. Charles City Hall, Two East Main Street, St. Charles, IL 60174, Council Chambers, Attention: Purchasing. These Bids/proposals are available via the City Website. Proposals will be read aloud at this time. Any proposal received subsequent to the time specified will be promptly returned to the Contractor unopened.

Proposals shall be in a sealed envelope labeled with "Sealed Bid – Storm Sewer Point Repair Contractor".

Any questions shall be submitted to AJ Reineking via e-mail to the following e-mail addresses:

areineking@stcharlesil.gov

Upon receipt of questions prior to **June 18, 2015**, the Contractor shall receive a reply e-mail acknowledging the receipt of the question. Response to the question shall be as soon as practical. Should the question result in a clarification that requires addenda, such addenda will be issued via website update as soon as practical.

Questions submitted after 3PM, June 18, 2015, shall not be acknowledged or answered. Contractors shall take all necessary steps to propose questions prior to June 18.

City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered Contractors.

Scope:

The work shall be performed on storm sewers throughout the City, in areas identified by staff or through the City's contracted cleaning and televising program. The cleaning and televising program will focus primarily on Zone 4 of the City's storm sewer system, which is bound roughly by IL Route 64 to the North, the Fox River to the East, Prairie Street to the South, and Randall Road to the West. Storm sewers in this area lie under pavement as well as in utility easements.

All work performed shall be in compliance with the City's design and inspection policy manual for storm sewers, an excerpt of which is provided herein these specifications.

General Conditions

Contractor should have experience with underground infrastructure work, with storm sewer repair work seen as a bonus.

The work schedule shall be coordinated by the City and the successful bidder. All work shall be completed and invoiced by April 30, 2016.

The Contractor may not start work before 7AM weekdays, and must be completed for the day by 3PM weekdays. Additional hours must be approved in advance to coordinate inspection. Note that the contractor may be restricted with respect to work hours each day depending on special events in the area and weather. Weekend hours must be approved by the City in advance, and generally will not be permitted.

Once the work starts on a site, the City expects, within reason, the work to proceed without delay to completion.

The Contractor shall provide a Safety Officer contact for the City Inspector to address any safety related concerns that arise on the job. The Safety Officer shall have the ability to respond and address the concern in a timely fashion.

Job show up. The City Public Works facility, upon request, can be used for a job show up location. Utility trucks and private cars can be parked within our fenced in yard. The City reserves the right to revoke this privilege. The yard is open weekdays from 6AM to 5:30PM and locked at all other times.

Contractor is required to abide by the Illinois Prevailing Wage Act and must submit certified payroll records with all pay requests. Pay request without certified payroll will not be processed by the City Accounts Payable Dept.

Technical Specifications & Requirements

A: Design Requirements:

- 1) Catch Basins: Catch basins shall consist of four (4) foot minimum interior diameter reinforced concrete structures with a 3' sump (refer to restrictor structure detail).
- 2) Cover Depth: All storm sewer and sump lines must have a minimum cover of two (2) feet.
- 3) Disconnection of Existing Services: Where necessary for the purposes of completing a repair, existing services shall be disconnected by means of cutting out existing "wye" or tee and replacing with a straight piece of equal size pipe and making the final connection with "non-shear" mission couplings. Disconnection of all services must be performed prior to the demolition of an existing structure.

- 4) Flared End Sections: All flared end sections greater than or equal to 12 inches that will receive or discharge storm water, shall have a removable grate system to prevent entry. This grate system shall be made from steel stock that is hot-dipped galvanized after fabrication.
- 5) Connecting to an Existing Sewer: When connecting to an existing sewer main by means other than an existing “Y”, “T”, or an existing manhole, one of the following methods shall be used:
 - a. Using pipe cutter, neatly and accurately cut out desired length of pipe for insertion of proper fittings. Use “band-seal” couplings or similar couplings, and shear rings and clamps to fasten the inserted fittings and hold it firmly in place. Mission couplings shall have the length of boot approximately equal to the pipe diameter. Follow manufacturer’s recommendations for the installation. No cut-in connection, made by breaking or cutting a hole in the main and inserting the spigot end of an ordinary sewer pipe shall be permitted.
 - b. Circular, saw-cut of sewer main with proper tools (“Shewer-tap” machine or similar) and proper installation of hub-“Y” saddle or hub-“T” saddle, in accordance with manufacturer’s recommendations. This method shall only be allowed for pipe sizes over 12 inches in diameter. All must be encased in concrete flow-able fill. This method is only applicable to sump line connections.
- 6) Frame & Grate: Frames and grates shall be provided as appropriate for the structure location (i.e.: depressed curb, barrier curb, overflow route, rear yard...). All grates to be located near a paved surface shall be “bicycle safe”. Calculations may be required to demonstrate that the proposed grates allow for an inflow that does not exceed the design capacity for the downstream pipe (refer to standard details).
- 7) Inlets: Inlets shall consist of a two (2) foot minimum interior diameter reinforced concrete structure. Inlets shall be placed at the sag of vertical curves in roadways, at low points in parking areas, and at other locations as necessary to minimize storm water ponding and/or flow across roadways or intersections. Storm sewer inlets shall be placed not more than 300’ apart in pavement and shall not exceed 250’ in grassy areas.
- 8) Release Structure / Restrictor: The release structure shall be of a weir wall orifice design (refer to overflow weir structure detail) or as approved by the City of St. Charles.
- 9) Separation Requirements: A minimum ten (10) foot horizontal separation shall be established between the sewer and any proposed or existing water distribution facility, or the invert of the water main shall lie a minimum of 18” above the top of the sewer pipe. Where neither of the above conditions can be met, the water main shall be encased for the duration of the horizontal conflict (10’ on each side of a perpendicular conflict), or the sewer shall be constructed of water main quality materials the duration of the conflict (10’ on each side of a perpendicular conflict).

- 10) Sewer Pipe, Minimum Size: Public sewer shall have a minimum diameter of 10" for the first "run" of pipe, 12" minimum for all other. Replacement sizing for all point repairs should be consistent with the size of the section removed.
- 11) Slope: Slope shall be adequate to provide a minimum flow velocity of 3 fps and maximum acceptable velocity is 10 fps.
- 12) Structure Sizing: Manholes and catch basins shall have a minimum inside diameter of four (4) feet for sewer pipe 18" or less in diameter, five (5) feet for sewer pipe 21" to 48" in diameter. Pipes larger than 48" in diameter will require a special design (refer to standard manhole and catch basin details)
- 13) Structure Spacing: Manholes / Catch basins shall be provided at:
- 300' maximum intervals.
 - Change in pipe diameter.
 - Change in pipe material.
 - Change in vertical alignment.
 - Change in horizontal alignment.
- 14) Sump Lines: Domestic sump services shall be constructed of PVC SDR 26 with a minimum diameter of 4". All domestic services shall connect to the public sewer by removing a section of main and installing a new "wye" fitting for pipes less than 15" in diameter, "Kor-N-Tee" Boots for pipes 15" and larger, or at a structure (refer to connection detail).
- 15) Trench Backfill: All utility and service trenches within (3) feet of paved surfaces, or at a distance specified by the Engineer, shall be backfilled with CA-7 (Virgin Crushed Limestone). In other unpaved locations, CA-7 material shall be used within 12' of the pipe on all sides, and the excavated material may be replaced in the hole from that point. All Backfill material shall be properly compacted unless otherwise directed by the appropriate City staff. No fly ash will be permitted in this mix (refer to City pipe trench detail).
- 16) Underdrains: Where an underdrain is removed for a point repair, it shall be restored to its original condition and function.
- 17) Culverts: Culvert pipe designs shall be in accordance with the Illinois Department of Transportation "Standard Specification for road and Bridge Construction" latest edition. Publicly owned culver pipes shall be PVC for pipes less than 15" in diameter or RCP for pipes equal to 15" or larger in diameter.

B: Materials:

- 1) Casing: Where water main protection is required, encasement shall consist of PVC SDR 26, or steel casing with "Cascade type CCR-STD" spacers or approved equal.

2) Frame & Grate:

Curb Inlet/C.B.:	High back:	<i>Neenah R-3281-A or R-3278-1</i>
	Depressed:	<i>Neenah R-3506-A2</i>
C.B., "behind the curb type":		<i>Neenah R-3305</i> <i>Neenah R 1713 (Refer to Lid Detail)</i>
C.B./M.H., Type "D":	Grate:	<i>Neenah R 1713 (Refer to Lid Detail)</i>
	Frame:	<i>Neenah R-1713</i>
C.B., "beehive type":		<i>Neenah R-4340-B</i>

3) Manhole: Manholes shall be reinforced concrete with steps provided 16" on-center. All manholes shall have a minimum inside diameter which conform to the following:

- 18" storm sewer and smaller - four (4) foot inside diameter
- 21" to 48" storm sewer - five (5) foot inside diameter
- Larger than 48" storm sewer - special design required

4) Sewer Pipe, Materials: Main line storm sewer shall be constructed of one of the following:

- a. Pre-cast reinforced concrete pipe, with "O-ring" joints;
- b. PVC pipe, rigid, (Min. SDR 26, push-on gasket joints);
- c. All joints shall conform to ANSI 21.11 for ductile iron pipe.
- d. Ductile iron pipe, (Class 52), minimum;
- e. The type of pipe material will be dependent upon the depth of bury, soil conditions, and pipe criteria, and as approved by the City of St. Charles.
- f. For RCP/CSP pipe, lifting holes shall not be allowed on pipes less than 84" in diameter.
- g. All storm sewer smaller than 15-inches in diameter that will be publicly owned and maintained shall be PVC pipe, rigid, (Min. SDR 26, push-on gasket joints).

5) Flared End Section: Flared end sections and subsequent riprap material shall be designed and specified per the Illinois Department of Transportation "Standard Specification for Road and Bridge Construction" latest edition. Flared end sections shall be constructed of a concrete material only or approved by the appropriate Engineering Division.

C: Traffic Control:

The Contractor is responsible for all traffic control and protection. Work in IDOT ROW requires traffic control and protection measures that meet IDOT standards for such. A City inspector will be making spot checks and any deficiencies must be addressed immediately. The City will secure an IDOT permit for any work on state roadways; however, the Contractor is responsible for reviewing the jobsite and quantifying the need for flaggers.

D: Erosion Control:

The Contractor shall be responsible to establish silt screens on the downstream end of any de-watering discharge.

D: Restoration:

- 1) Non-Paved Surfaces: In the parkway and other non-paved surfaces, a minimum of 4" of topsoil must be used for all landscaped restoration areas. Contractor is responsible for leveling and seeding all parkway excavations and installing erosion blankets.
- 2) Paved Surfaces: Excavations in the pavement shall be backfilled with the above specified materials up to existing surface depth. All existing pavement depths must be matched with like surface material, or asphalt may be used to complete depth of existing surface material. Asphalt lifts must be completed at 2" intervals.
- 3) Temporary Restoration: No excavations may be left open overnight or after the contractor has left the site. On paved surfaces, cold patch or plating is required as a temporary surface prior to completion of final surface on all arterial roadways and for all surfaces that will not see final surface material for more than 24 hours.
- 4) Restoration of Private Property: The Contractor shall notify the City prior to removal of any or part of a driveway apron or sidewalk section. These areas are not to be marked as part of the initial excavation.

Respect for resident and business property is very important. Where specialized equipment could be utilized to minimize private property damage, Contractor should consider such. Contractor shall make the City aware of any work on private property that may damage trees, landscaping, fences, sheds, or other property **prior to starting work**. Any abnormal damage, as deemed by the City Inspector, shall be the responsibility of the Contractor, without any additional payment by the City. The amount of forecast damage identified by the Contractor and communicated to/approved by the City, requiring advanced restoration, shall be added to the evaluated price. To the extent that private property damage can be minimized, it is in the Contractor's best interest. Any driveways or sidewalks in the construction zone should be photographed by the Contractor prior to work starting to defend against resident claims that Contractor work cracked or damaged such. Contractor shall be responsible for defending and satisfying any claims for driveway or sidewalk damage. Pending resident claims against the Contractor could delay final invoice processing.

Loaded Crew Rate Pricing Request

The City is requesting contractors provide loaded hourly crew rates for storm sewer repair work, including emergency repairs.

For unplanned overtime work, the contractor needs to be prepared to work the amount of time that the City needs the crew for, which may be a short period, or may be an extended period. For emergency restoration work, the City expects the contractor to have the requested crews on site within 24 hours of notification.

Straight Time Hourly Rates

Please provide a loaded crew rate on a time and materials basis for a standard crew with standard equipment (1 operator, 2 laborers, excavator, skid steer), assuming no flagging required.

\$ _____ per crew hour without flaggers

Please provide a loaded crew rate on a time and materials basis for a standard crew with standard equipment (1 operator, 2 laborers, excavator, skid steer), including two flaggers in the event that the job is on a street where a lane is blocked.

\$ _____ per crew hour with flaggers

Additional work – Overtime & Emergency Hourly Rates

The City may choose to hire the Contractor on a time and material basis for additional projects. Please provide a loaded crew rate for a standard overhead crew with standard equipment (as described above), assuming no flagging required, **for overtime**.

\$ _____ per crew hour without flaggers

The City may choose to hire the Contractor on a time and material basis for additional projects. Please provide a loaded crew rate for a standard overhead crew with standard equipment (as described above), including two flaggers in the event that the job is on a street where a lane is blocked, **for overtime**.

\$ _____ per crew hour with flaggers

Materials Price Markup

Being a time and materials contract, the contractor is requested to provide a material markup percentage for all consumable products (pipe sections, clamps, etc.) expended during the course of the work. Tools and equipment that break or malfunction while being operated for City work do not qualify for reimbursement under this section.

Materials Markup Percentage _____%

Upon request, the Contractor must provide a receipt of the charged materials to verify markup pricing. In such cases, the City will not issue payment until the requested receipts are furnished.

Additional Clarifications

Feel free to provide additional pricing details or breakouts, or cost per hour for specialized equipment that Contractor could foresee needing or that was not covered in previous sections. Such would streamline the administration of the contract and reduce the likelihood of conflict.

Contractor should provide basic definitions of what constitutes overtime, if such is applicable. If no detail is provided, the definitions for overtime work will follow the City of St. Charles Teamsters Local 330 contract in effect at the time of the work.